



North West Mull Community Woodland Company Ltd
Company No 287343 Charity No. SCO37336
Vat Registration Number 976 552671

Vacancy

We are seeking an experienced office manager/senior administrator.

Come and join a dynamic, hardworking, and committed volunteer team.

We are looking for a self-motivated person to assist the Board and to run our office.

No two days are the same and you will deal with a wide range of tasks including book-keeping, minutes of meetings, emails, enquiries, orders, invoicing, payroll and VAT returns. You should have relevant office experience, a flexible attitude and excellent customer service skills. A knowledge of Sage book-keeping software would be an advantage.

The job offers potential for personal/career development.

Salary £27,300 pro-rata at 21 hours per week – currently home-based working.

Please send a complete *curriculum vitae* to:

admin@nwmullwoodland.co.uk

Closing date for applications: Friday 31st May, 2024